

**Bloomfield Public Library
Trustees Meeting
Tuesday, February 15, 2022
7:00 p.m.
MINUTES**

Call to Order: The meeting was called to order at 7:02 p.m.

Present: M. Hawkins, S. Mitchell, A. Williams, C. Richards, K. Steiner,
S. Turnbull, S. Didas

Approval of Agenda: Carey moved to approve the agenda. Sandy seconded. Agenda approved.

Public Comment Period: No public comment

Approval of Minutes: Carey moved to approve the January minutes. Sara seconded. Minutes approved.

Financial Reports:

- For January: \$11,419.15 – expenses, \$109.08 - deposits
- Karen moved to approve the Journal for January. Sara seconded. Board approved.
- Karen moved to approve the Profit & Loss for January. Sara seconded. Board approved.

Review of bills to be paid:

- Sarah moved to approve payment of the bills for February in the amount of \$1,363.91. Sarah seconded. Board approved.

Committees

Friends Liaison

- Planning Chicken Barbecue for Sunday, May 1
- Considering a book sale on Saturday, May 21. Bag sale under tents; books won't be organized by category. Will collect donations this year, three weeks before the sale.
- Membership drive starts April 1.

Budget & Finance

- Tax cap override: Karen moved to accept the following resolution. Carey seconded. Board approved:

Whereas, the adoption of the 2022-23 budget for the Bloomfield Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it Resolved, that the Board of Trustees of the Bloomfield Public Library voted and approved to exceed the tax levy limit for 2022-23 by at least the sixty percent of the board of trustees as required by state law on January 18, 2021.

- 2022-23 Budget: Carey moved to approve the budget as presented. Sandy seconded. Board approved.

- 403b contributions for previous director: Gross salary for director (starting July 1, 2021) was \$21,730.37. \$884.77 of this was for unused vacation time; actual salary was \$20,845.60. Four percent of this is \$833.82. Sandy moved to move four percent of annual salary (\$833.82) to the employee 403(b) plan. This will be our final contribution to Margo's retirement fund. Carey seconded. Board approved.

Personnel & Board Development

- Will review personnel policy in the near future.

Facilities

- Mindy closed out 2018 grant.

Governance

- No activity this month.

Planning & Evaluation

- 2022-2025 Long Range Plan has been posted on the website.

Search Committee

- Hiring Update.
 - > Screening interview of one candidate, but we need some more interviews to compare. There have been five applications submitted, two of whom are candidates to be interviewed.
 - > The job description is being updated; PLS will post it to several channels, and we will post it on our website.

Old Business

- Monthly review of *Handbook for Library Trustees of New York State* (Carey):
Topic: Public Relations and Advocacy
 - > The board has a responsibility to tell the library story to the taxpayers, donors, etc.
 - > Our programs are of little value if the public is not aware of them.
 - > As trustees, we have an obligation to promote the library in the community; personal connections and word-of-mouth are the most effective.
 - > Library should budget at least one print mailing per year to the area that it serves.
 - > Trustees should look for ways to develop partnerships in the community.
 - > We should reach out to other organizations to see if we can help them reach their goals.
 - > Another critical aspect is legislative advocacy; our mailing list should include our representatives.
- Next month: The Friends of the Library (Sandy)

New Business

- Mindy is starting to work on annual report to the State; this is due to PLS by February 28.

Adjournment: Meeting adjourned at 8:37. Motion to adjourn made by Karen.

Next meeting: Monday, March 21, 2022 at 7:00 p.m.